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ABSTRACT

This discussion of the establishment of the archives at Fitchburg State College, an institution with an enrollment of 3,700, provides details on the background of the project, approval process, literature search, planning, collection development, continuing publicity efforts, and facilities. Useful items found through the literature search are listed as references. The appended Fitchburg State College Archives manual presents the purpose, objectives, rationale, administrative structure, definitions and guidelines, and processing procedures for the archives, and also details specific procedures pertaining to archival special collections. Forms designed to collect statistics, document the processing and exhibition of material, and record donor information are also included. (KM)

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Establishing the Archives at Fitchburg State College

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ESTABLISHING THE ARCHIVES AT FITCHBURG STATE COLLEGE

INTRODUCTION

Since one author has called manuscript collecting a legitimate function of libraries regardless of the type of institution (1), it is no surprise that libraries of all sizes are taking an active interest in preserving manuscript records. Due to staff interest, existence of Archival material and continued inquiries from students, an Archives was formed at Fitchburg State College. This then is a brief narrative of the formation of the Archives.

There were two scenarios which influenced the establishment of an Archives at Fitchburg State College. One is a person with a strong sense of mission foresees the need to collect, preserve and organize the records of his/her institution. Another more likely reason is that a question or request is made necessitating hurried digging into scattered and unorganized records. Hence, the need for a systematic approach to collecting and organizing the official records is recognized. At Fitchburg State College, both of these situations played a part in the establishment of the Archives in the Library.

BACKGROUND

Why was the Archives located in the Library? Basically it was due to already existing circumstances. During the past few years, the Reference Librarians received numerous and varied requests for College information; such as, official reports, documents of past committee action, histories of College buildings and early issues of the student newspaper. The Library, due to efforts of former and present staff members, had accumulated and organized various Archival documents including catalogs, yearbooks, photographs and minutes of meetings. A fairly substantial core collection of important documents was available, but there was no formal attempt to routinely collect and organize such documents.

In the Winter of 1979, Robert Foley (2), a Reference Librarian, noticed a trend in which three or four students over an academic year (FSC with an enrollment of 3700, conducts classes on a semester basis) requested historical documents and histories on the College. However, a final push resulted when there was an interlibrary loan request for a College self-study, a requirement for re-accreditation. That item, which the Librarians never knew existed, was eventually located in a Dean's office, but the Reference Librarian could not determine how the requestor knew of the document in the first place, since the ILL requestor had no FSC affiliation.

THE WORK BEGINS

It was now evident that something had to be done to preserve and organize College material. Happily, strong encouragement was received from the Library Director to initiate formal Archival procedures. In an effort to determine the nature of the material available elsewhere on campus, verbal contacts were made with various academic departments. As a colleague stated, "Department heads are always very jealous of their possessions and probably would rather have their secretaries throw out files when they need more space than turn them over to a more centralized agency like a library or archive (3)." Unfortunately, but not unexpectedly, Mr. Foley was told about items with historical value that had been disposed of because no one knew what to do with them. One then might reasonably expect one or two enthusiastic responses from the faculty, but eight faculty members responded with delight to the idea of creating an Archives collection.

LITERATURE

In order to gain a firm understanding of the philosophy, theories and processing procedures, it was necessary to undertake a literature search and subsequently to attend two institutes on local history and Archives held at Simmons Graduate School of Library Service.

Prividentially, the literature abounded with books and articles on Archival management, security, preservation, purpose and other pertinent topics. The Basic Manual Series from the Society of American Archivists were most helpful, although with any suggestions, one must juxtapose them with your own situation. The Basic Manual Series considers the areas of appraisal and accessioning, security, reference and access, arrangement, description and surveys (4). Also helpful to us was a collection of writings covering such topics as types of material to actively collect and the rationale and purpose of an Archives (5). Not to be forgotten or ignored, are publications of the American Association for State and Local History, which might be described as "geared to the non-professional archivist and thus simpler as a starting point (6)."

No planning or work in an Archives is complete without knowledge of and reference to Shellenberg,(7) an excellent source for archival management information. A most helpful section was the information covering record series. Not to be snubbed is Duckett's fine work detailing manuscript acquisition, conservation, bibliographic control, non-manuscript material, and the use of archival material. As Duckett writes in the Preface, "The book is directed toward the novice curator of manuscripts and... is intended to serve as a practical guide not as an exposition of theory (8)."

Periodical literature on archival procedure is extensive and should be searched before establishing an Archives. Although this paper is not meant to be a review of the literature, I briefly mention those articles which were helpful to us.

Wasson's article offered practical suggestions concerning the rationale and policies of a University Archives (9). If one is looking for a discussion of control of materials at the group, sub-group or series level, Berner's lengthy article should be consulted (10). Hackmann (11), Miller (12),

and Burckel (13), each have written excellent 'how to' articles. The practical suggestions along with the necessity of stating policies and purposes highly recommend each article (14). A detailed account of a records management program is given in the Schmidt and Wilson article (15). However, due to staff, space and scope limitations, the organizers of the FSC Archives decided not to institute a records management program. In 1967 the Graduate School of Library Science, University of Illinois, hosted a conference on Archives. The published proceedings (16) contain short papers on such topics as Archival program objectives, organizational location, both physical and budgetary, archival and library methods of classification, provenance and the use and promotion of Archives. These comments are based on just a sampling of the rich material available to the budding Archivist.

THE WORK CONTINUES

Since the Library already possessed some archival material and the Reference Librarians had received the College related inquiries, an early memo to the President of the College recommended that the "Archives Collection be placed in the Library and be maintained by the Librarian or his designee. This situation should be formalized to prevent some unforeseen problem...The Archives Collection should be responsible for the manuscripts collection and the graphics Collection..." (17). From the beginning the, the physical location of the Archives within the Library was supported by the President of the College. With the reading of the aforementioned literature and subsequent meetings and correspondence with our colleagues at the College and elsewhere, it was realized, to paraphrase Miller, that there were no ground rules which could be universally applied to all situations (18). Therefore, there was no "one" way to proceed in organizing an Archives and hence, it was very reassuring to realize that what was being proposed at Fitchburg State was not "wrong".

By the Spring of 1981, Mr. Foley had formed a volunteer committee which would act as a sounding board for ideas and to promote the Collection.

This Committee consisted of faculty and administrative personnel from areas considered crucial for the successful implementation of proposals and for the necessary faculty/administrative support: The History Department, the Library, Student Services, and the Admissions Office (19). During the Spring, Summer and Fall, this Committee met three times to discuss a policies manual for the Archives and in the course of these discussions, covered such nettlesome problems as student, business and faculty records and access to and restrictions on Archival material.

From these discussions a manual was developed and presented to the President who earlier had given enthusiastic support to the concept of an Archives and who now gave support to the document. (Appendix lists the Massachusetts laws regarding public records, the FSC Archives manual and the various forms designed for Archival use, covering the areas of statistics, processing, exhibition use and donation statements). In the course of these meetings with the President and the Committee, the manual was rewritten and condensed so that the scope and purpose of the Archives was not misunderstood: The Archives is not a vacuum cleaner-type operation seeking any and all documents generated by committees, offices, departments and Deans, but rather a repository of official College records implying selective acquisition and judicious weeding.

One of the unanticipated pleasures of the undertaking was the most helpful responses from our colleagues in the Library/Archive field who generously gave of their time and expertise. Visits to other Archives and Special Collections afforded us the opportunity to establish contacts, observe the physical and discuss the schematic plan of various Archives, receive valuable suggestions concerning schedules of arrangement, security, non-manuscript material and locator files, and of course, to be reassured. Their help cannot be minimized (20).

By adopting the rule of provenance, that records would be preserved in the order they were created by the originating offices, it was decided to use

the most recent FSC table of organization and divide the Collection into 12 Record Groups. The Groups cover the major areas of administration such as Academic Affairs, Student Services, etc. (see Appendix for a detailed listing). Sub-record groups are used for the individual offices and the series are used for the document types. This schedule allows for ease of processing and expansion, and as a colleague described it, this arrangement allows him to find what he wants when he wants it, "the test of any information retrieval system (21)."

From the literature read, on-sight observation and discussion and the Committee meetings, various forms were developed: a donor register which is not a formal legal document but a first processing step, statistics form which records what is being consulted and by whom, processing schedule, series work form, an exhibit use form and an Archives Collection work slip and graphics inventory work-slip.

In an effort to publicize the existence of the Archives and to elicit College-wide support, Mr. Foley and the author spoke before meetings of the Academic Administrators/Deans and Department Chairmen at the beginning of the Spring semester 1982. These two groups were told of the purpose of the Archives, what we as Librarians hope to accomplish and what they as generators of records can do for the smooth functioning of the Archives. At this same time, letters were sent to all faculty asking for contributions of their work to the Archives. We have found it necessary to remind the Faculty at the beginning of each academic year of the existence and purpose of the FSC Archives. Administrative officers are also periodically contacted to remind them of their obligation to transfer materials to the Archives.

A major boost to the formation of the Archives was the acquiring of a 2500 foot air-conditioned room for archival processing and storage, which formerly housed an AV/Film co-operative. This one large room allows for patron consultation and/or research at the entrance, receiving of transferred documents, storage of processing supplies and shelving of Archival materials which include

photographs and manuscripts. There are no display cases.

The experience at FSC in establishing an Archives has been positive. The placement of the Archives within the physical and administrative control of the Library was agreed to from the beginning. Funding for materials and supplies has been adequate. Space was provided and more importantly, Archival material has been saved, organized and made available for research.

REFERENCES

1. Clark, Robert L., ed. Archive-Library Realtions. New York: R.R. Bowker, 1976, p.18.
2. Robert Foley, the Reference Librarian responsible for the establishment of the Fitchburg State College Archives, received the Distinguished Service Award in December 1981.
3. Letter, June 12, 1981, Mildred Tunis, Librarian Colby-Sawyer College, to Janice Ouellette, Library Assistant Fitchburg State College.
4. Society of American Archivists. Archives and Manuscripts. Basic Manual Series. Chicago, 1977.
5. College and University Archives: Selecte Readings. Chicago: Society of American Archivists, 1977
6. Tunis. op. cit. The address for the American Association of State and Local History: 1400 Eighth Avenue South, Nashville, Tenn. 37203
7. Schellenberg, Theodore R. The Management of Archives. New York: Columbia University Press, 1965.
8. Duckett, Kenneth W. Modern Manuscripts: A Practical Manual for their Management, Care and Use. Nashville: American Association of State and Local History, 1975.
9. Wasson, Woodrow W. "Organizing and administering a University Archives." College & Research Libraries 29: 109-116 (March 1968)
10. Berner, Richard C. "Arrangement and Description of Manuscripts." Drexel Library Quarterly 11 (1): 34-54 (January 1975)
11. Hackmann, W. Kent. "Small College Archives: Problems and Solutions." American Archivist 31 (3): 271-275 (July 1968)
12. Miller, Russell E. "College and University Archives: The Experience of one institution." College & Research Libraries 28: 113-119 (March 1967). A section most helpful to us was one detailing the types of material to be included in an Archival Collection.
13. Burckel, Nicholas C. "Establishing a College Archives: Possibilites and Priorities." College & Research Libraries 36: 384-392 (September 1975).
14. Brichford, Maynard J. "University Archives: Relationships with Faculty." American Archivist 34 (2): 173-181 (April 1971).
15. Schmidt, William F. and Sarah J. Wilson. "A Practical approach to University Records Management, " American Archivist 31 (3): 247-264 (July 1968).
16. Brichford, Maynard J. etal. Proceedings of the Conference on Archival Administration for Small Universities, Colleges & Junior Colleges. Occasional Papers, No.88. Urbana: University of Illinois Graduate School of Library Science, 1967

REFERENCES

(2)

17. Memo, May 6, 1981, Robert Foley to President Vincent J. Mara.
18. Miller. op. cit. p.114
19. Members of the Archives Committee were: Edmund Thomas, History Department; Lon Vickers, Student Services; Joe Wagner, Admissions office; Janice Ouellette and Robert Foley, Library.
20. Those contacted either personally or by letter were: William Koelsch, Archivist, Stuart Campbell, Assistant Archivist, and Terry Bragg, Special Collections, Clark University; Robert Derusha, Assistant University Archivist, University of Massachusetts, Amherst; David Horn, Archivist, DePauw University; Mildred O'Connell, Field Service Director, Northeast Document Conservation Center; Rev. Joseph Shea, S.J., Archivist, College of the Holy Cross; and Mildred Tunis, Librarian, Colby-Sawyer College.
21. Letter, August 26, 1981, David C. Horn, Archivist, DePauw University, to Robert Foley, Reference Librarian, Fitchburg State College.



SPECIAL COLLECTIONS

The Special Collections department was formally established in July, 1982 and it evolved in the following Manner: The Library, under the work of Bobi Foley, had established an Archives Collection in February, 1982 (processing for the Archives began in the summer of 1981); it owned a "red dot" book collection, monographs of rare and historical importance; it owned two collections of sheet music manuscripts entitled the Jenck's Collection and the Belding Collection that were simply sitting on the catalog workroom shelves; Robert Cormier decided to donate his papers to the Library and they were formally presented to the College in May, 1981; and as part of the Archives Collection numerous photographs, slides, and other visual items began to appear.

Processing and organizing an Archives Collection and a manuscript Collection is virtually the same and when it was decided the room 302 of the Library was to house the Cormier Collection and the Archives Collection a request was made to include all the Collection under one area of responsibility. This request was approved in July 1982 by the Library Director.

There is now one department that handles all the Collections. A cohesive unit was established that allows uniformity of reference, accountability in processing, security, and ease of operation.

Purpose

The purpose of the Special Collections department is to collect, organize, and store these materials that document the history of Fitchburg State College; to organize, collect, and store those literary documents and manuscripts that are obtained by Fitchburg State College; and to store those individual and/or groups of monographs that are of historical, literary, or monetary value.

Objectives

- 1) To maintain the Archives Collection, the Manuscript Collection, the Graphics Collection, the Rare and Historical Books Collection, and to be responsible for the display cases on the 1st floor of the Library.
- 2) To process the Collections according to established Archival and Manuscript procedures.
- 3) To use finding aids, publicity, reports, etc. to allow the Collections to be an active and vital department in the Library.

INTRODUCTION

The reference department in the past few years has received numerous requests concerning the college. These inquiries have been various. They have included reference questions regarding the history of the college; interlibrary loan requests for official college reports and documents; and laments from faculty members who were trying to document past actions of various academic committees, but could not.

The Library, due to past efforts of current and former members of the staff has accumulated and organized various archival documents. These include catalogs, yearbooks, photographs, minutes of meetings, etc. The Librarians have also been told about documents and items that are spread out around the campus. We have also been told about items, with historical value that have been disposed of because the person did not know what to do with them.

With these thoughts in mind, I am proposing that an archives collection be formally established and be administered by the Librarian of the College. An archives collection is a service unit which contains organic bodies of records systematically arranged and made available to the offices of the administration and faculty members. Its primary function being to preserve the institution's official records for possible evidential value: administrative, legal, or historical.

It is not a collection of miscellaneous old records stored away in a library room and used when the college wants to exhibit a program commemorating a special fact. But rather it would be an active unit organized along recognized archival principles used to satisfy the various needs of the FSC community.

PURPOSE

The purpose of the Fitchburg State College Archives Collection is to collect, organize, preserve, index, and make available for use the following types of records and materials:

1. Selected publication, reports, administrative records of departments and organizations at Fitchburg State College.
2. Private papers and manuscripts of selective individuals in the history of Fitchburg State College, i.e., emeritus faculty.
3. Publications which will provide a narrative history of the College. This will include primary and secondary sources.
4. Graphic productions such as photographs, slides, etc. which will visually present and document the College.

OBJECTIVES

The primary objectives of the Archives Collection are:

1. to collect those records of Fitchburg State College and the manuscripts of those former and current faculty and administrators who have made significant contributions to the college. This is accomplished by:
 - a) selecting and contacting those persons
 - b) selecting and organizing the appropriate records and documents.
2. to preserve permanently these materials as a unique record of what has been accomplished. This is achieved by:
 - a) storing the documents in a temperature and humidity controlled environment.
 - b) using acid-free document and acid-free boxes.
 - c) microfilming or photocopying the essential documents and storing the master negative in a safe place.
3. to reorganize the collection in such a way that the material may be easily used. This is done by:
 - a) organizing all material according to the principle of provenance (that records should be arranged according to their origins in an organic body or an organic activity) and the principle of original order.
 - b) indexing and inventoring the documents.
4. to assist patrons in the use of the collection. This is accomplished by
 - a) providing guides and aids in the use of the collection.

RATIONALE

In determining the need for FSC to maintain an Archives Collection there are two significant reasons which require FSC to maintain an Archives Collection. They are:

1. Legal

Because Fitchburg State College is a public institution administered by the Commonwealth of Massachusetts it is subject to the following laws concerning public records:
Chapter 66.

Sec. 1. defines the role of the supervisor of public records.

Sec. 3. defines the word "record" as any written or printed book or paper on any photography, microphotography, map or plan.

Sec. 6. states every department, board, commission, or office of the Commonwealth ... shall designate an employee or employees to have custody of its other public records.

Chapter 30 deals with the general provision relative to state departments, commissions, offices and employees.

Sec. 42. defines the role of the records conservation board; composition; powers and duties; sale or destruction of records; defines records; inquiries from departments or agencies. Records are further defined as "all books, papers, maps, photographs, recorded tapes, financial statistics, statistical tabulation or other documentary materials or data, regardless of physical form or characteristics, made or received by an officer or employee of any agency, executive office...established by the general court to serve a public purpose.

2. Reference and Research.

The college is an organization of various offices, former offices, departments, etc. with no central coordinating procedure. Therefore, all records of the officers are scattered. By identifying, transferring, and organizing the necessary records order and structure can be attained. By the use of finding aids used by archivists these records can be available to the college community.

These records are the official records of Fitchburg State and consequently they become the primary research tools for historians and the primary reference tools for Librarians. They are an essential tool which makes available the record of the College's listing.

The archives can be used to show the development of the college; to document decision making and activities; to preserve background information; to establish relationships between and among the offices on campus; to show the relationship of the college to the community; etc.

ADMINISTRATIVE STRUCTURE

The Archives Collection will be placed in the Library and be the responsibility of the Library Director. All material will be organized, stored, and used in the Library. The Director shall designate the Librarian to be responsible for the collection.

An Archives Committee is to be established to assist in consultation, providing advice, establishing liasons, and establishing guidelines for the selection of material. The committee will be on a volunteer basis and should include a representative from the History Dept., two representatives from the Administration, the Librarian responsible for the collection, and others as needed.

All copyright actions are subject to the federal Copyright Laws.

DEFINITIONS AND GUIDELINES

Schellenburg defines archives as

"all books, papers, or photographs or other documentary materials regardless of physical form or characteristics, made or received by a public or private institution in pursuance of its legal business and preserved on appropriate material for preservation by the institution or its legitimate successor as evidence of its function, operation, or other activity or because of the information value of the data therein."¹

The Society of American Archivists defines archives as "non-current records of an organization or institution preserved because of their continuing value."²

The Commonwealth of Massachusetts by invoking Section 42 of Chapter 30 (see rationale) sets forth its definition.

The Librarian with the archival responsibilities will be responsible for determining which material will be selected and added to the archives collection. See attached for guidelines.

An appraisal is the process of determining the value and disposition of records by noting the following features: administrative value, current use; archival value, preservation worthiness; evidential value, material necessary for documentation and legal value; informational value; and intrinsic value.

1. A. Schellenburg, Modern Archives (Chicago: Un. of Chicago Press, 1956) p. 16.
2. Davis Gracy, Archives & Manuscripts: Arrangement and Description, Basic manual Series of the Society of American Archivists, v.1 (Chicago: Society of American Archivists, 1977) p.2.

PROCESSING PROCEDURES

I. Theory of arrangement.

- A. Whenever feasible, bound and loose papers are arranged by the order of provenance and the principle of original order because this:
 - 1. serves to protect the integrity of records in the sense that their origins and the processes by which they came into being are reflected in their arrangement.
 - 2. serves to make known the character and significance of the works.
 - 3. provides the librarian with a workable and economical guide in arranging, describing, and servicing the records.
- B. Provenance is defined by the Society of American Archivists as meaning the "office of origin"—"the office or administrative entity that created or received and accumulated the records in the conduct of its business. Also the person, family, firm or other source of personal papers and manuscript collections."³ Records created by an office or person will be filed and arranged under the name of the office or person.
- C. Original Order means filing the documents or items as they were filed when they were created.
- D. Miscellaneous collections are arranged according to any scheme, e.g. alphabetical, chronological, or topical; so as to facilitate their description and use.
- E. Arranging procedures:

All material from the offices, departments, former offices, etc. on campus will be arranged into distinct sections or record groups. A record group is a body of records related by organization or activity or creator. For example: the records of the President's office will constitute one record group, the offices dealing with student services will be grouped with the Student Services' record group.

Within each record group will be sub-record groups. These will be the individual offices of the creating agency. For example, the admission's office will be a sub-record group of the Academic Affairs record group.

Within the record group or the sub-record group there will be subordinate bodies of documents such as reports, correspondence, minutes of meetings, etc. These are a series. There can also be sub-series. This would be minutes of meetings for one particular year and another sub-series would be the minutes for another year.

The individual items are called documents.

II. Processing Steps:

- A. Accessioning.

Accessioning will be used only as an inventory control system. It will be a method of organizing materials as they arrive for processing. It will be in effect a holding station and be a preliminary step only.

Each set of documents will be grouped, housed, and marked as they arrive. They will be numbered by year and in consecutive order. For example,

papers from the President's office arrived on March 1, 1981, would be numbered 81-1 because it was the first set of documents that were delivered in 1981. Subsequent numbers would be 81-2, 81-3, etc.

The number is to be recorded on a work slip which is to be kept with the material in the workroom.

The series title and accession number will be listed in the Receipt register for archives.

Each series will be processed as a group and when completed, the date will be affixed in Receipt Register for Archives.

- B. 1. When the documents are ready for processing the first step will be to conduct a preliminary survey to learn the intellectual nature and scope of the contents. The Librarian should sort each document looking for such things as material related by dates; by subject, type, or chronology; quantities of the documents; etc. It will be necessary to make notes and to physically separate the documents into potential series or sub-series and record groups.
2. After the preliminary survey it will be necessary to reassemble them into original order. If original order is unattainable they should be rearranged into chronological order.
3. When final order is established work can begin on using the processing schedule and workslips. This workslip (see attached for copy) will contain all pertinent information for the finding aids and for processing. The workslip and all other matters dealing with the documents will be placed in a work control file.
4. The work control file will be a group of administrative folders containing the following: processing slips; workslips; biographical or historical data concerning the person or office; correspondence concerning the collection; notes, memoranda, and any other information dealing with the documents.
5. Preservation procedures:
Documents requiring special treatment should be separated from the collection and dealt with accordingly; all paperclips, pins, or similar devices should be replaced; pictorial records should be placed individually into acid-free folders.
6. When the series, sub-series, and sub-record groups have been established the documents are now ready to be filed into the containers. Each container should hold a discrete body of material distinct from the contents of every other container. There should not be continuations of series from box to box. Each container will then be labelled using the symbols from the organization schedule (a location symbol) and specifying as necessary the record group, sub-record group, series, and sub-series on the container.

Each file folder will be stamped and provide the following information:

Record Group	Series
Sub-record Group	Sub-series

7. After the files have been processed and the containers have been labelled they will be shelved according to the organization schedule. For example: all material from Record Group I will be shelved together.

III Record Survey

A records survey or an inventory, for the Archives Collection to be successful in securing material, has to be an extremely active process. The offices, Academic departments, and Faculty have to be constantly reminded and prodded to send the documents to the Collection. Therefore, the Archives Collection will follow these steps:

- 1) Once the organization schedule has been written, each office will be contacted to acquaint the people with the Collection; identify the material in the office; place restrictions on the appropriate material; establish a retention and a visitation schedule; and finally attempt to secure a history of the office.
- 2) As any new office is established, the same procedures will be followed as in step 1. Also the organization schedule will have to correct to include the dates.
- 3) When the retention schedule is established, it will be necessary to adhere to the visitation schedule and remind the offices, departments, and faculty of the Collection.

IV. Finding Aids.

Collections, record groups, sub-record groups, and series should be described simply and collectively; in a manner that will best facilitate use and in progressively greater detail.

The following methods/techniques will be used:

A. Inventory.

This is a permanent finding aid that comprehensively describes a sub-record group. (See attached for form)

B. Indexes.

To be compiled for series and sub-series holdings.

C. Container Lists.

A list of contents for each container.

Box	Folder	Series Title
1	1	Title of folder #1
	2	Title of folder #2
	3	Title of folder #3

D. National Union Catalog of Manuscript Collection (only for complete collection) Contact:

Descriptive Cataloging Division
Manuscript Section
Library of Congress
Washington, D.C. 20025

Each record group will have a three ring folder to house the various finding aids.

RECORD GROUP 1 ADMINISTRATION

- Sub-record Groups:
- 1/1 Documents from the Commonwealth
 - 1/2 Documents from the city of Fitchburg
 - 1/3 Mass. Dept. of Education
 - 1/3.1 Division of Elementary, Secondary, and Normal Schools(1839-1932)
 - 1/3.2 Division of Elementary and State Teachers Colleges(1932-55)
 - 1/3.3 Division of State Teachers Colleges(1955-60)
 - 1/3.4 Division of State Colleges(1960-65)
 - 1/3.5 Board of Higher Education(1965-81)
 - 1/3.5.1 Division of State Colleges(1965-81)
 - 1/4 Board of Regents of Higher Education(1981-
 - 1/4.1 FSC Board of Trustees(1981-

RECORD GROUP 2 OFFICIAL PUBLICATIONS OF THE COLLEGE

- Series
- 2/1 Catalogs
 - 2/2 Yearbooks
 - 2/3 Annual Reports
 - 2/4 Commencements
 - 2/5 Scrapbooks and Clippings
 - 2/6 Lectures
 - 2/7 Convocations
 - 2/8 Budgets
 - 2/9 Self-studies
 - 2/10 Accreditation Reports
 - 2/11 Five Year Plans
 - 2/11.1 Expansion Projections
 - 2/12 Purposes of FSC
 - 2/13 Student Rules and Regulations/Handbooks
 - 2/14 Student Newspapers
 - 2/15 Literary Magazines
 - 2/16 Governance Guidelines
 - 2/17 FSC Newsletters
 - 2/18 College Songs
 - 2/19 Directories
 - 2/20 Memorabilia
 - 2/21 Faculty/Staff Handbooks

RECORD GROUP 3 PRINCIPALS/PRESIDENTS

- Sub-record Groups:
- 3/1 John Thompson 1895-1920
 - 3/2 William Parkinson 1920-27
 - 3/3 Charles Herlihy 1927-44
 - 3/4 John Randall 1944-45
 - 3/5 William Sanders 1945-50
 - 3/6 Ellis White 1950-53
 - 3/7 Ralph Weston 1953-61
 - 3/8 James Hammond 1961-75
 - 3/9 Vincent Mara 1975-

3/50 Council of Presidents

RECORD GROUP 4 PRESIDENTIAL STAFF

Sub-record Groups: 4/1

- 4/2
- 4/3
- 4/4 Asst. to the President for Development
- 4/5 Clerk's Office 1899-1953. (Reorganized into Bookkeepers Office.)
- 4/10 Asst. to the President (1961-71)
- 4/12 Asst. to the President for Administration
- 4/20
- 4/30 Director of Planning, Development, and Research (1969-83)
- 4/40 Computer Services/Management Information Services
- 4/50 Executive Vice-President (1971-77)
- 4/60 Information Services
- 4/70 Personnel Services, 1977-
- 4/80
- 4/90
- 4/100 FSC Foundation

RECORD GROUP 5 ACADEMIC AFFAIRS

Sub-Record Groups: 5/11 Dean/Academic Dean, 1965-79

- 5/13 Dean of the College/Instruction, 1935-65
- 5/15 Dean of Teacher Education
- 5/30 Library
- 5/31 Learning Resources Center
- 5/40 Schools of Observation and Practice
- 5/41 Edgerly School
- 5/42 Percival School
- 5/43 Day Street/Dillon School
- 5/45 Director of Laboratory Experience/Professional Experiences, 1970-74
- 5/50 Registrar's Office
- 5/60 Community College
- 5/70 Admission's Office
- 5/80 McKay Campus School
- 5/90
- 5/100
- 5/110 Reading Center
- 5/115 AID Program
- 5/130 Senior Thesis

RECORD GROUP 6 STUDENT SERVICES

Sub-record Groups: 6/10 Vice-President for Student Services
6/12 Dean of Students(1967-80)
6/14 Dean of Men(1933-55)
6/15 Dean of Women(1923-?)
6/20 Medical Services
6/30 Housing Office (Including Boarding Hall
Office, 1948-76)
6/40 Newman Center 1950-
6/50 Athletic Dept.
6/60 Career Planning and Placement
6/70 Financial Aid Office 1969-
6/80
6/90 Campus Center/Student Life Center 1976-

RECORD GROUP 7 ADMINISTRATION AND FINANCE

Sub-record Groups: 7/10 Vice-President for Financial Affairs
(1979-82)
7/11 Dean of Administration(1977-79)
7/20 Building and Grounds(1944-83)
7/25 Facilities Office 1983-
7/30 Bookkeeper's Office 1953-
7/40 Director of Fiscal Affairs(1974-82)
7/45 Treasurer's Office 1982-
7/50 Campus Security
7/60
7/70 Bookstore
7/80 Post Office

RECORD GROUP 8 UNDERGRADUATE ACADEMIC DEPARTMENTS

Sub-record Groups: Art(1935-1977) to Humanities Dept.

Behavioral Sciences 1970- Includes
Psychology(1970); Sociology(1966); Human
Services(1971); and the Center for the Study
for the Study and Research in Human
Development

Biology 1964/65-

Business Administration 1977/78-

Chemistry 1964/65-

Civilian Pilot Training Program(1939-1945?)

Communications/Media 1977-

Computer Science 1980-

Early Childhood, Elementary and Secondary
Education 1973-

Education (1935-73)

RECORD GROUP 6 UNDERGRADUATE ACADEMIC DEPARTMENTS
Sub-record Groups: English 1895-
1935-

Fine Arts(1956-77) to Humanities Dept.

Foreign Languages(?-1977) to Humanities Dept
Includes French(1963); Spanish(1957); German
(1969); and Russian(1969)

Geography(1895-1935) to Social Sciences Dept.

History (1902-1935) to Social Sciences Dept.

Humanities 1977- Includes: Music; Philosophy;
Art; French; German; Russian and Spanish.

Industrial Arts(1938-1977) to Industrial
Technology

Industrial Technology 1977-

Manual Training 1902- to Practical Arts 1910-
to Industrial Arts 1938- to Industrial
Technology 1977.

Mathematics(1902-1935) to Science and
Mathematics(1935-38) to Mathematics 1938-

Military Science 1977-

Naval Aviation Cadet and Training
Program(1942-44)

Nursery School(1930-44)

Nursing cooperative Program with Burbank
Hospital(1943-1962?)

Nursing 1962-

Pedagogy(1902-?)

Philosophy(1947-77?) to Humanities

Physics 1964/65-

Physical Education 1935-

Practical Arts(1910-38) to Industrial Arts

Psychology and Child Study(1938-?)

RECORD GROUP 8 UNDERGRADUATE ACADEMIC DEPARTMENTS

Sub-record Groups: Psychology and Measurement(1938,1944-?)

Science and Mathematics(1935-38)

Science(1895-?) Included Physics; Chemistry;
Mineralogy; Physiology; School Hygiene; and
Biology.

Social Science 1935- Includes History;
Geography; Economics; Sociology (1966-70);
Economics; Civics; Political Science.

Special Education 1953-

RECORD GROUP 9 FACULTY

Sub-record Groups: 9/10 Faculty/Administrators Publications
9/20 Faculty Committees
9/25 Faculty Senate
9/30 Faculty Associations
9/40 Administrator's Association
9/50 Classified Employees Union

RECORD GROUP 10 STUDENT ACTIVITIES

Sub-record Groups: 10/5 Student Cooperative Assn.
10/10 Student Government Assn.
10/20
10/30 Class Activities

RECORD GROUP 11 GRADUATE AND CONTINUING EDUCATION

Sub-record Groups: 11/8 Director of Graduate Studies(1957-69
11/9 Director of Continuing Studies(1969-77)
11/10 Dean of Graduate & continuing Education
1977-
11/13 Graduate Council
11/14 Publications/Sponsored Workshops
11/19 Non-Academic Programs
11/20 Academic Programs
11/21 Master's Thesis
11/30 Vocational Education Programs
11/31 Occupational Education Programs
11/35 External Degree Program
11/40 CAGS Program
11/45 Summer School Programs(1922-55)
11/46 Evening Undergraduate Division(1950's-
1977)
11/50 Division of Continuing Education 1977-

RECORD GROUP 12 HISTORICAL REFERENCE COLLECTION

Series: 12/1 Articles/Books
12/2 Pamphlets
12/3 Building Histories and Names
12/4 Symbols and Seals
12/5 Reports

ACCESSIONING REGISTER

DATE	ACCESS. No.	OFFICE	RECORD No.	PROCESSING	COMPLETIC
------	----------------	--------	---------------	------------	-----------

DONOR REGISTER

Donor-Name, address, occupation, and other pertinent data

Date	Receipt #	Analysis	Collection Name	Collection#
------	-----------	----------	-----------------	-------------

RECEIPT REGISTER

(Collection Name Collection Number Donor Date Description

PROCESSING SCHEDULE

I. Accessioning Process

Collection Title

Collection Number

Receipt Register

Date Entered

Donor Register

Date Entered

II. Description Process

Sorting

Work Slips

Coding

Statistics

Draft inventory or register

Index

Guide Summary

Series description (if needed)

III. Typing and Distributing Process

All guides (inventory, index, guides, and descriptions) given to typist.

IV. Physical Processing

Fumigation

Photocopying

Microfilming

Bindery

Labelling

Ownership stamps

1. Name of collection:

2. Volume: Inches & feet
No. of boxes
Dates

3. Provenance:

Name of producer
Kind of producer
Donor

Record type
Characteristics

4. Restrictions:

5. Biography or History:

6. Scope and Content:

This section should explain in paragraph form the subject matter and content; provide a list of the series with an explanation which includes arrangement, type of records, relevant materials, and any overlapping with other folders; it should also explain the emphasis of the collection point out what is and is not in the collection.

7. Identifying Numbers:

I. COLLECTION AND/OR INVENTORY WORK SLIP

1. Name of Collection

Collection number

2. Volume: Inches & feet

No. of boxes

Dates of records

3. Provenance: Name of producer:

Record Type:

Kind of producer

Characteristics:

Donor:

4. Restrictions:

5. Biography or history:

6. Scope & Content:

7. Series Listings:

8. Bibliographic information:

9. Processor's name and date completed:



Series Work-Slip

1. Collection Title:
2. Sub-record Group:
3. Series Title:
4. Sub-series Title (if needed):
5. Code Number:
6. Series Description:

Series Work-slip

1. Collection Title:
2. Sub-Record Group:
3. Series Title:
4. Sub-Series Title: (if needed)
5. Code Number: (if needed)
6. Series Description

Scope and Content Note:

This should explain in paragraph form the content of the series. Material included and not included. List dates, arrangement, type of records, relevant material, subject matter and content, and if there is overlapping with other series or sub-groups.

CIRCULATION & USAGE

Material will not circulate under any circumstances.

--All material is to be used in the room that houses the archives.

--Pencil will be used at all times.

--Items such as briefcases, notebooks, raincoats, etc. will not be allowed in the room.

--It will be necessary for patrons to make appointments when conducting research.

--Reference work will be done by

--If and when research is performed, the archiver would like a copy of the finished product.

SEPARATION RECORD

() An instruction sheet will be used to explain the disposition of a series or a sub-series or a document when it is not in its proper place. See attached.

SEPARATION RECORD

Collection Name

Number

Series

Sub-series

The following items have been removed from the collection:

Item

Disposition

STATISTICS

I. Additions to the Collection

- a) Material is counted in linear feet. Simply measure the number of inches or feet and place on the workslip.
- b) Material will be computed only after processing is completed and added to the collection.
- c) Record measurement on attached sheet.

II. User Statistics

- a) Statistics will be kept on a yearly basis by collection.
- b) Place slash mark in appropriate column for each question and/or any type of material used.
- c) Statistics will be recorded for use by series on sub-series.
Use 1 slash mark for each folder used.

Collection Statics

Collection

Year _____

Date

Sub-record or Series Name with number

Feet and Inches

ARCHIVES

Date _____

1. Reference/Research

	FSC			Non-FSC		
	Faculty/Staff	Lib.	Student	Phone	Mail	In-Person
Reference						
Research						
Informational						
Totals Patrons/Questions						

2. Materials Used (Folders)

RG 1

RG 2

RG 3

RG 4

RG 5

RG 6

RG 7

RG 8

RG 9

RG 10

RG 11

RG 12

Totals

3. Displays and Exhibits

Date(s)

Subject
Group Number(s)

Number of Items

DISPLAYS/EXHIBITS

The Librarian will keep written documentation of all exhibits for future reference purposes.

Subject	Collection Name/Number	Document Used	Dates
---------	------------------------	---------------	-------

Annual Report Statistics

1. Accession Statistics. The number of groups of materials recieved by the Collection. Take figures from the Accession sheet.
2. Processed Material. The linear feet record of material added to the Collection. Take figures from the Collection Statistics Sheet
3. User Statistics.-
 - a) Reference Subject Search
 Other requests
 Totals
 - b) Sources Printed Items
 Graphics
 Totals

All records to be taken from the Statistics Sheet

4. Display Statistics. The number of displays and the number of items placed on display. Taken from the Display Statistics Sheet.

HISTORICAL REFERENCE COLLECTION

The Historical Reference Collection consists of a number of primary and secondary materials such as pamphlets, books, etc. about the history of Ftichburg State College. The works have been gathered together in one collection to provide access to the information they contain.



ORGAINZATION & STORAGE

The photographs will be processed in one of thes procedures:

1. self-indexing file: to be used for the Fitchburg State College collection only.
2. lots of collection.
3. individual items.

1. Self-indexing files

a) this system will be used for the FSC collection only. It will include photographs of items, scenes, events, buildings, portraits, etc. They will be filed alphabetically by subject. Each print will be placed in a letter-sized, acid-free envelope with carboard supports. These envelopes will in turn be stored in a metal filing cabinet. Oversized photographs will be placed in an appropriate sized envelope with a cardboard support and filed in the appropriate place. Dummy slips will be placed in the main file and refer the patron to the appropriate location.

b) each folder will have a caption wihch will include:

Subject/Title
Type of material
Negative number

Date
Collection #

c) it will be necessary to maintain an authority file to consult for subject headings. Additions will be made as necessary.

2. Lots

a) In order to control large numbers of items, it will be necessary to group them according to criteria. Some examples are: creative effort of one photographer; production of one organization; personal collection; unified subject; etc. These are called lots and will be treated as a collection. The guidelines for processing, finding aids, etc. will follow the direction of the manuscripts and archives.

b) The photographs will be stored in acid-free folders with the Lot or collection number placed on the folder

c) Numbers will be assigned in the following manner:

Graphics Lot 2
Graphics Lot 3

d) Finding aids:

1) Catalog cards - see attached (including shelf list which will include holdings)

2) Inventory - see attached

3) Index - if applicable, alphabetical list of items by title, subject, etc.

3. Single Items

Items that are original photographs, drawings, etc. should be cataloged according to Anglo-American Cataloging Rules. They will be treated as single works.



GRAPHICS COLLECTION

INTRODUCTION

Graphics material will include material such as photographs, slides, drawings, sketches, prints, broadsides, etc., that is material which visually represents information concerning the college, distinguished alumni, faculty, administrators and students.

In explaining the procedures the word photograph will represent all graphic material.

GRAPHICS-Processing Schedule

I Accessioning Process

Collection Title

Collection Number

Receipt Register

Date entered

Donor Register

Date entered

II Description Process

Sorting

Work Slips: Draft inventory

Index

Guide Summary

Catalog cards

Coding

Statistics

Series description

III Typing & Distribution Process

All guides (inventory, index, guides, descriptions, and cards)
given to typist.

IV Physical Processing

Creating a negative

Labelling prints and containers

Ownership stamps

GRAPHICS - WORK SLIP

1. Collection Name/Item Name: .

Collection Number

Negative Number:

2. Source: Name of producer(s)

Reciept Register

Kind of picture

Donor Register

3. Principle Title:

4. Supplementary Title:

5. Number of pieces:

6. PHYSICAL DESCRIPTION/COUNT:

Photo neg.: glass _____ nitrate _____ safety _____

Photo pos.: dag _____ ambro _____ ferro _____ trans/slide _____

Photoprint: cdv _____ cab _____ stereo _____ other _____

Print: engraving _____ etching _____ litho/chromo _____ other _____

Other: collo _____ halftone _____ clipping _____ postcard _____

Volume: album _____ scrapbook _____ printed _____

Original artwork: drawing _____ watercolor _____ other _____

Architectural drawing: original _____ reproduction _____

Broadside: (B size) _____ (C size) _____

Map: ms _____ printed _____ photostat _____ other _____

Recording: cylinder _____ disc _____ reel to reel _____ cassette _____

Film: 8mm _____ 16mm _____ 35mm _____ other _____ video _____

7. Technical specifications:

8. Copyright date:

9. Notes:

10. Subject Description:

GRAPHICS INVENTORY WORK SLIP

1. Collection Name:

Collection Number

Negative Number

2. Source: Name of producer
Kind of producer
Donor

3. Number of pieces:

4. Physical description:

5. Technical specifications

6. Subject description

7. Series listing

8. Processor's name/date

11. Series listings:

12. Subject headings:

Preparer's name and date

GRAPHICS COLLECTION/LOTS SCHEDULE (CODES)

Graphics Lot 1	-	FSC Collection - Shelf Indexing File
Graphics Lot 2	-	College Buildings Collection
Graphics Lot 3	-	Fitchburg State College
Graphics Lot 4	-	History of Education
Graphics Lot 5	-	



Work Slips for Captions/Self-indexing files

Information to be placed on upper left hand corner of envelope. Each graphic will have printed on the back "FSC COLLECTION" and the subject.

1. Subject/Title
2. Date (if known)
3. Type of graphics and number of pieces
4. Collection Number - GR 1

CATALOG INFORMATION

1. Creator:
2. Collection Title:
3. Librarian's supplemental title: (in brackets)
4. Number of pieces:
5. Technical specifications:
6. Copyright Date:
7. Supplementary material:
8. Notes;
9. Sources and Date of receipt:
10. Negative number:
11. Added entries:
12. Holdings:

Subject card

California...
Lawrence...
Gems of...

1. Subject entry - 15 spaces, 2nd line
2. Creator - 11 spaces 3rd line
3. Call number - 2nd space 2nd line

i.e., Graphics
Lot #106

55
Horizontal
Date
Graphics
10 Lot#3544

- 1 Lawrence (George S.) & Houseworth (Thomas), Optician.
2 Gems of California scenery...Photographed and
published by Lawrence & Houseworth, San Fran-
cisco, 1866. 3 [Documentary scenes and views of
California and Nevada.]

4 860 stereograph halves 5 3 x 4 inches, 6 with
printed catalog.

8 Ref. copies from copy negatives in 71
geographic and subject subdivisions.

9 Purchase?, 1867.



(b)

Graphics
10 Lot #3

1 Goldwater, Barry Morris, 1909-

3 [Portraits of Arizona Indians. Also, Hopi
villages and underground meeting room; Navaho
tribal council headquarters at Window Rock;
the ancient cliff dwelling "Montezuma's Castle"
1938-1951]

4 22 photoprints 6 8 x 10 inches.

8 Permission to copy must be obtained from donor.

9 Gift, Barry M. Goldwater, 1952.



STATISTICS

Procedures will be the same as those followed for the Archives and Manuscripts.

Separation Record

Procedure and form will be the same as those followed for the Archives and Manuscripts.



DISPLAYS/EXHIBITS

The Librarian will keep written documentation of all exhibits for future reference purposes.

Subject	Collection Name/Number	Documents Used	Dates
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DEFINITION

Manuscripts according to the Society of American Archivists are "(1) bodies or groups of papers with organic unity, (2) artificial collections of documents acquired from various sources usually according to a plan but without regard to provenance and (3) included documents acquired by a manuscript repository because of their special importance" ¹

They differ from Archives in that manuscripts are the personal papers of an individual and archives are the official records of an organization.

¹Davis Gracy, Archives and Manuscripts: Arrangement and Description, Basic Manual Series of the Society of American Archivists, v.1 (Chicago, Society of American Archivists, 1972) pg. 3



ADMINISTRATIVE RESPONSIBILITY

The Manuscript Collections will be placed in the Library and be the responsibility of the Library Director. All material will be organized, stored, and used in the Library. The Director shall appoint or designate the Librarian to be responsible for the Collections. It is recommended that the Librarian with Archival responsibilities be designated for the Manuscript Collection.

Copyright rights belong to the author of original works and the general rule is that the copyright lasts for the life of the author plus 50 years. It does not make any difference whether the work is published or not or is registered with the Copyright Office in Washington DC. It covers such documents as correspondence, reports, books, etc. It applies to all people. The author of the document retains the copyright and permission to quote, reproduce, prepare derivative works, distribute, display, and perform has to be obtained from the author.

The Special Collections Department has control over the physical aspects of the documents and not the rights of copyright unless the author has transferred these rights in writing to the College.

All copyright actions are subject to the federal Copyright Laws.



ARRANGEMENT

The Manuscript Collections will be separate from the Archives Collection.

Each Collection will be maintained as a separate and integral unit. Each Collection will be placed in the stacks in the order in which they are accessioned. (See attached for the Collection Number Sheet.)



Receipt of Material

When material is received for the Manuscript Collection, whether it is a complete collection or part of an established collection, the donor will be registered in the Donor Register and the name of the collection will be registered in the Receipt Register.

DONOR REGISTER

Donor-Name, address, occupation, and other pertinent data

Date	Receipt #	Analysis	Collection Name	Collection#
------	-----------	----------	-----------------	-------------

RECEIPT REGISTER

Collection Name	Collection Number	Donor	Date	Description
-----------------	-------------------	-------	------	-------------



PROCESSING

Manuscripts will not be processed according to the rule of provenance, however we will use the procedures for record groups, sub-record groups, series, and sub-series. A record group is a body of paper organized by a related activity. For example, one record group would be all material written by a person and a second record group would be all material about the person.

Each record group can be divided into sub-record groups. These would be a body of related records within a record group. An example would be the published books of an author or all material, drafts, alleys, etc. dealing with one particular title.

Within the record group or the sub-record group there will be subordinate bodies of documents such as reports, correspondence, etc. These are a series. These can also be subdivided into a sub-series. An example would be a series of correspondence divided by date or subject.

The individual items are called documents.

As Schellenberg explains "an archivist should arrange Manuscript series in relation to one another for as best to reveal the character and significance of the collection of which they are a part. He may arrange them as he would archival series, on an organizational, functional, chronological, or any other logical basis."²

There are three factors which will be taken into account when determining the series. First, is the arrangement of records; that is the original order. Second is the record type, the most common arrangement. This is arranging similar material i.e., correspondence, into a series. (See attached for record types.) The third factor is arranging material in relation to activity. An example of this is arranging everything dealing with a published title such as drafts, galleys and notes into a series.

2. A. Schellenberg, The Management of Archives, (N.Y. Columbia University Press, 1965) pg. 188.

CHECKLIST OF TYPES OF MATERIAL

*CORRESPONDENCE

**Letters

Greeting cards
Telegrams
Letter books

LITERARY PRODUCTIONS

Research notes
Manuscripts
Reminiscences
Memoirs
Reports
Speeches
Sermons

DIARIES, MINUTES, PROCEEDINGS
Commonplace books

PRINTED MATERIAL

Certificates
Awards
Pamphlets
Brochures
Proofs
Circulars
Flyers
Clippings
Broadside
Programs

LEGAL DOCUMENTS

Contracts
Petitions
Agreements
Briefs
Depositions
Insurance policies
Wills
Inventories of estates
Mortgages
Deeds
Abstracts of title

FINANCIAL DOCUMENTS

Ledgers
Journals
Bank statements and checks
Bills and receipts
Notes

SCRAPBOOKS AND SCRAPBOOK MATERIAL

MAPS, CHARTS, DIAGRAMS, GRAPHS,
LISTS, ETC.

PHOTOGRAPHIC MATERIAL

Positive transparency
Positive print
Negative print
Movie film
Video tapes

AUDIO RECORDINGS

Wax discs
Audio recording tape

*General types are capitalized.

**Specific types listed are but the more common documents within the larger category.

Figure 2.



PROCEDURES

1. When the documents are ready for processing the first step will be to conduct a preliminary survey to learn the intellectual nature and scope of the contents. The Librarian should sort each document looking for such things as material related by dates; by subject, type, or chronology; quantities of the documents; etc. It will be necessary to make notes and to physically separate the documents into potential series or sub-series and record groups.
 2. When final order is established, work can begin on using the processing schedule and workslips. This workslip (see attached for copy) will contain all pertinent information for the finding aids and for processing. The workslip and all other matters dealing with the documents will be placed in a work control file.
 3. The work control file will be a group of administrative folders containing the following: processing slips; workslips; biographical or historical data concerning the person or office; correspondence concerning the collection; notes, memoranda, and any other information dealing with the documents.
 4. Preservation procedures: Documents requiring special treatment should be separated from the collection and dealt with accordingly; all paperclips, pins, or similar devices should be replaced; pictorial records should be placed individually into acid-free folders.
 5. When the series, sub-series, and sub-record groups has been established the documents are now ready to be filed into the containers. Each container should hold a discrete body of material distinct from the contents of every other container. There should not be continuations of series from box to box. Each container will then be labelled using the symbols from the organization schedule (a location symbol) and specifying as necessary the record group, sub-record group, series, and sub-series on the container.
- Each file folder will be stamped and provide the following information:
- | | |
|------------------|------------|
| Record Group | Series |
| Sub-record Group | Sub-series |
6. After the files have been processed and the containers have been labelled, they will be shelved according to the organization schedule. For example: all material from Record Group I will be shelved together.

III. Finding Aids.

Collections, record groups, sub-record groups, and series should be described simply and collectively; in a manner that will best facilitate use and in progressively greater detail.

The following methods/techniques will be used:

A. Inventory.

This is a permanent finding aid that comprehensively describes a sub-record group. (See attached for form)

B. Indexes.

To be compiled for series and sub-series holdings.

C. Container Lists.

A list of contents for each container.

Box	Folder	Series Title
1	1	Title of folder #1
	2	Title of folder #2
	3	Title of folder #3

D. National Union Catalog of Manuscript Collection (only for complete collection) Contact: Descriptive Cataloging Division
Manuscript Section
Library of Congress
Washington, D.C. 20025

Each record group will have a three ring folder to house the various finding aids.

PROCESSING SCHEDULE

I. Accessioning Process

Collection Title

Collection Number

Receipt Register

Date Entered

Donor Register

Date Entered

II. Description Process

Sorting

Work Slips

Coding

Statistics

Draft inventory or register

Index

Guide Summary

Series description (if needed)

III. Typing and Distributing Process

All guides (inventory, index, guides, and descriptions) given to typist.

IV. Physical Processing

Fumigation

Photocopying

Microfilming

Bindery

Labelling

Ownership stamps

1. Name of collection:

2. Volume: Inches & feet
No. of boxes
Dates

3. Provenance:

Name of producer
Kind of producer
Donor

Record type
Characteristics

4. Restrictions:

5. Biography or History:

6. Scope and Content:

This section should explain in paragraph form the subject matter and content; provide a list of the series with an explanation which includes arrangement, type of records, relevant materials, and any overlapping with other folders; it should also explain the emphasis of the collection point out what is and is not in the collection.

7. Identifying Numbers:

BEST COPY AVAILABLE

Series Work-slip

1. Collection Title:
2. Sub-Record Group:
3. Series Title:
4. Sub-Series Title: (if needed)
5. Code Number: (if needed)
6. Series Description

Scope and Content Note:

This should explain in paragraph form the content of the series. Material included and not included. List dates, arrangement, type of records, relevant material, subject matter and content, and if there is overlapping with other series or sub-groups.

I. COLLECTION AND/OR INVENTORY WORK SLIP

1. Name of Collection

Collection number

2. Volume: Inches & feet

No. of boxes

Dates of records

3. Provenance: Name of producer:

Kind of producer

Donor:

Record Type:

Characteristics:

4. Restrictions:

5. Biography or history:

6. Scope & Content:

7. Series Listings: |
|

8. Bibliographic information:

9. Processor's name and date completed:

SEPARATION RECORD

An instruction sheet will be used to explain the disposition of a series or a sub-series or a document when it is not in its proper place. See attached.

SEPARATION RECORD

Collection Name

Number

Series

Sub-series

The following items have been removed from the collection:

Item

Disposition

STATISTICS

I. Additions to the Collection

- a) Material is counted in linear feet. Simply measure the number of inches or feet and place on the workslip.
- b) Material will be computed only after processing is completed and added to the collection.
- c) Record measurement on attached sheet.

II. User Statistics

- a) Statistics will be kept on a yearly basis by collection.
- b) Place slash mark in appropriate column for each question and/or any type of material used.
- c) Statistics will be recorded for use by series on sub-series.
Use 1 slash mark for each folder used.

Collection Statics

Collection

Year _____

Sub-record or Series Name with number

Feet and Inches

DISPLAYS/EXHIBITS

The Librarian will keep written documentation of all exhibits for future reference purposes.

Subject	Collection Name/Number	Document Used	Dates
---------	------------------------	---------------	-------